THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

APPLICATION BY INTERNALLY ENROLLED STUDENT FOR OFF CAMPUS EXAMINATION

Personal Details	
Student Number: (e.g. 12345678 **not** s1234567)	☐☐☐☐☐☐☐☐
Mr/Ms/Miss/Dr (please circle) Family Name:	
Given Name:	
Student Email Address:	s☐☐☐☐☐☐☐☐@student.uq.edu.au
Contact Phone Numbers:	Home: Mobile:

Exam Location Details	
Nominated Exam Centre (City): (refer to list of available venues)	
City or town where you will be located during the duration of the exam period:	
Date of arrival at this location:	
Your contact phone numbers at this location (if different to above):	Home: Mobile:

Examinations Requested				
Semester:	First ☐	Second ☐	Summer ☐	
Type of Exam:	End of Semester ☐	Deferred ☐	Supplementary ☐	
Campus at which you are enrolled:	St Lucia ☐	Ipswich ☐	Gatton ☐	Herston ☐
Course codes for which you are applying: (please include specific examination indicators such as 'A' or 'B' paper, eg. LAWS5154A)				

Supporting Statement

Off campus examinations are only available in the following cases:

- Semester 1 deferred and supplementary examination period for students in their final semester of study;
- Semester 2 deferred and supplementary examinations; and
- Summer Semester deferred and supplementary examinations for students not returning to study at UQ in semester 1.

All applications are subject to University approval. Supporting documentation must be supplied.

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(Please attach a separate sheet if necessary)

The information on this form is collected for the primary purpose of assessing your application for an examination off campus. Information on this form may be disclosed to relevant bodies for the assessment and verification of the application. Otherwise, the information you provide will not be disclosed to a third party without your consent unless disclosure is authorised or required by law. For further information please consult the UQ Privacy Management Policy at: http://ppl.app.uq.edu.au/content/1.60.02-privacy-management

Established Off Campus Examination Centres

UQ has a large network of examination centres available for this purpose throughout Australia and overseas, particularly in the Asia-Pacific region. Please note that you may be required to travel up to several hours to the nearest approved venue. Off-campus arrangements may not be possible for all locations.

Application Deadlines

An application form to sit an examination off campus must be submitted at the same time as your application for deferred examination / request for supplementary assessment.

Due dates for applications under exceptional circumstances:

- Within Australia – 21 days prior to the commencement of the examination period
- Outside Australia – 28 days prior to the commencement of the examination period

Fees

The cost for sitting an off campus examination is:

- Within Australia - $180 for each examination
- Outside Australia - $250 for each examination

Application forms must be submitted together with the application fee. The fee can be paid in person at a Student Centre or via credit card on the application form. Payments made via credit card will be processed on approval of the request for a deferred or supplementary examination.

Declaration/Signature

I acknowledge that this application will not be processed until the appropriate fee is paid and supporting documentation is provided, if applicable.

I declare that the information supplied herein is correct and complete and that the documentary evidence supporting this application is authentic.

I understand that an email confirming my examination arrangements will be sent to my official UQ student email account after the finalisation of the examination timetable.

I acknowledge that my UQ email address may be provided to the off campus venue so that they can contact me directly, if necessary.

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(Signature) (Date)

Returning the Form

This form must be submitted:

(a) at a Student Centre;
(b) by email to examinations@uq.edu.au;
(c) by fax to +61 7 3365 4415; or
(d) by mail to Examinations Section
Level 2, J D Story Building
The University of Queensland
Brisbane Qld AUSTRALIA 4072

The Examinations Officer can be contacted on +61 7 3365 2488

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Please complete this section if you are paying by credit card

Type of credit card: Mastercard ☐ Visa ☐ AMEX ☐ Cardholder Name:.....

Payment Amount: $..... Signature:.....

Card Number: | | | | | | | | | | | | | | | | |

Expiry Date: .....